

United States Embassy
Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

OPEN TO: All Interested Candidates
POSITION: **Administrative Clerk/Chauffeur- Fukuoka, FSN-105-4, FP-AA (position number N50027)**
OPENING DATE: January 9, 2004
CLOSING DATE: January 23, 2004
WORK HOURS: Full Time 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$20,322 p.a. (Starting salary)
(Position Grade: FP-AA is confirmed by Washington)
*Ordinarily Resident: ¥4,602,680 p.a. (Starting salary)

The American Consulate in Fukuoka is seeking an Administrative Clerk/Chauffeur for their Management section.

Note:

- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and green card holders.

BASIC FUNCTION OF POSITION

Besides performing a wide range of administrative duties, the jobholder will spend 30 percent of his/her time driving the Principal Officer, other Consulate officials, and important visitors to and from official events, often in a very large 4-door sedan. For 25 percent of the time, the jobholder will serve as backup telephone operator/receptionist, answering and transferring phone calls, receiving visitors, and responding to inquiries, primarily related to consular services (passports, federal benefits, etc.). The remaining duties will include backing up the computer systems administrator (e.g., daily file backups, troubleshooting), backing up the storekeeper (mail and telegram processing, property management), and assisting with maintenance/construction/make-ready projects, local purchases using petty cash, and protocol work.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school with some college or equivalent study in English is required.
2. **Prior Work Experience:** None required.
3. **Language Proficiency:** Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level IV (Fluent) Speaking/Reading/Writing Japanese is required.

4. **Knowledge:** Ability to interact with the public in person and over the phone in a professional, courteous and efficient manner is required. Ability to develop an understanding of consular regulations, forms and procedures as well as certain Japanese regulations and processing procedures (e.g. marriage, driver's licenses) is required. Familiarity with local roads and driving routes so as to perform driving duties in an efficient manner is required. A thorough knowledge of safe driving techniques is required.

5. **Skills and Abilities:** Possession of a valid driver's license, two years of safe driving experience, and an ability to pass a safe driving test administered by Consulate personnel is required. Ability to read a map in order to locate difficult-to-find places is required. Ability to acquire quickly a professional expertise with telephone and security-related equipment is required. Excellent interpersonal skills and the composure and intelligence required for dealing with difficult or angry customers is required. Proficiency in using computer programs such as MS Word, Outlook, and Excel is required. Ability to type 40 words per minute is required. Sufficient knowledge of auto mechanics to diagnose/make minor repairs and to perform routine maintenance checks is required. Ability to lift packages up to 40 pounds is required.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO

Human Resources Office
Attention: Mary Smith
Address: 1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT

Mary Smith
Telephone: 03-3224-5640
FAX: 03-3224-5818

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 23, 2004
An Equal Opportunity Employer